

COCHISE COUNTY LEGACY PROJECT

HUMAN RESOURCES & RISK
MANAGEMENT DEPARTMENT

SERVICES



“Public Programs, Personal Service”

SERVICES, PROCEDURES & POLICIES

- 1976 Merit Rules
- 1986 Retirement Policy
Unemployment Claims
- 1987 Personnel Files
Organizational Chart
Reclassified Positions
- 1989 Drug Free Workplace
Pay Policy
- 1990 Personnel Files (Revised)
No Smoking Policy
- 1991 Merit Rules (Revised)
Nepotism Policy
- 1992 Workers Comp Plan
HIV Policy
OSHA Policy
Exposure Control Policy
- 1993 Family Medical Leave Act
Workers Comp Plan (Revised)
Outside Employment
- 1995 Sick Leave Donation
AZ Workers Comp Law
Position Control System
- 1996 Federal Minimum Wage (Revised)
- 1997 Merit Rules (Revised)
Employee Conflict of Interest Policy
Vacation Leave Donation
Sexual Harassment & Discrimination (Revised)
Solicitation Policy
Uniform Allowance

SERVICES, PROCEDURES & POLICIES

1997 Constructive Discharge Policy
In Processing & New Employee Orientation

1998 No Smoking Policy

1999 Group Health Trust
New Employee Orientation (Revised)
Performance Incentive Payment Plan
Emergency Action Plan

2000 Tracking County Vehicle Incidents
Bio- Terrorism Liaison to Health Dept

2001 Compensation Plan (Revised)
Travel Policy
Employee Safety & Health Protection (Revised)
AZ Workers Comp Law (Revised)
Personnel Action Forms/Process

2002 Adverse Weather Policy
Americans w/Disabilities Act
Grievance Procedure Established
Random Drug & Alcohol Testing
IME/Fitness for Duty
BBP Post Exposure Testing
Cochise Combined Trust

2003 Bereavement Policy (Revised)
Polygraph Protection Act

2004 Travel Policy (Revised)
Equal Employment Opportunity (Revised)

2005 Drug & Alcohol Policy (Revised)
Cell Phone Policy
Drivers License Checks
Unauthorized Weapons (Revised)

SERVICES, PROCEDURES & POLICIES

- 2006 USERRA (Revised)
Federal Minimum Wage (Revised)
Tuition Reimbursement Policy

- 2009 County Vehicle Trends

- 2010 Merit Rules (Revised)
Code of Ethics
Vision Statement
Mission Statement
DOT. NET
Quarterly Reports various Depts.
E-Verify Program
HR Benefits Portal

- 2011 New Insurance Carriers
Confined Space Program
Respiratory Protection Program
Exposure Control Policy

- 2012 Merit Rules (Revised)
County-wide Safety Program Resolution
Loss Prevention Coordinator
Americans w/Disabilities Act/Coordinator
Family Medical Leave Act (Revised)

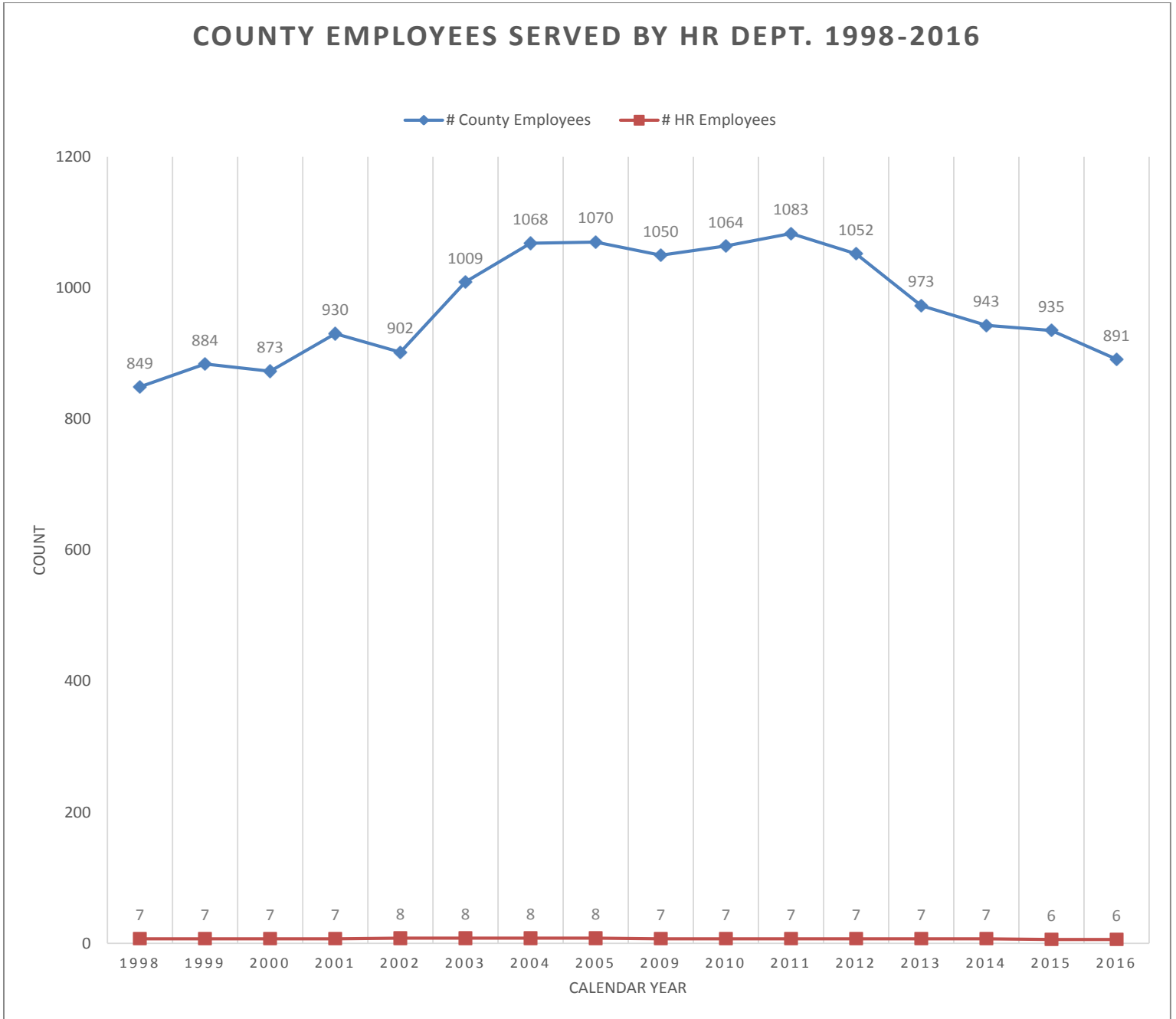
- 2013 Summary Benefits Coverage
New Insurance Carrier

- 2014 County-wide Safety Program
HazCom Program Implementation
Building Safety Inspections

- 2015 Safety Program
Blood Borne Pathogens Program Implementation

- 2016 Affordable Care Act Reporting
Building Safety Improvements

HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT



“Public Programs, Personal Service”

SERVICES



The services provided by Human Resources have evolved immensely over the years. This department began as The “Personnel Department”. In 1996 we became the “Human Resources and Risk Management Department”. Over time, this department has expanded to three individual divisions within one department serving 26 departments. The three divisions are: Human Resources, Risk Management and Benefits. As the department and the County have grown, the need for specialized areas of service were a necessity to assist departments and employees in a more timely and effective manner. Our scope has expanded immensely over the years, as the employee population grew, so has the number of services we provide and manage. This includes internal policies and procedures as well as State and Federal policies and/or regulations.

We take great pride and pleasure in assisting the public, other departments and employees during their tenure with Cochise County .